



General  
Services  
Administration Washington, DC 20405

10 001 1979

Control No. 79304

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[Redacted]  
Chief, Logistics Services  
Central Intelligence Agency  
Washington, DC 20505

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Dear [Redacted]

Reference is made to your request of September 28, 1979, for authority to participate in Phase 2 of the General Services Administration's (GSA) System Furniture Test Program by procurement and use of Systems-type furniture on the following project:

The Directorate of Administration  
CIA Headquarters  
Langley, Virginia

Based upon our review of the information and supporting documents contained in your letter, authority is granted for your participation with the following provisions:

1. Authority is granted to procure using the FSS Limited Access Multiple Award Schedule for systems furniture. A listing of current awardees is attached.
2. Authority is granted for one-time procurement for approximately 31 workstations. As you indicated to GSA, these workstations will be installed in approximately 3,300 square feet. GSA will review final layout per item 6, below.
3. For Administrative purposes, this authority is granted under PBS/FSS Control No. 79304. All procurement and reporting requirements should refer to this PBS/FSS Control Number.
4. A copy of this authorization must accompany your purchase order(s). Manufacturers have been instructed not to honor any purchase orders without accompanying copy of authorization letter signed by GSA.
5. In order to adequately monitor this test program, GSA requires feedback on project and procurement data from your agency. This information falls into 2 categories:
  - A. Procurement Information
  - B. User Satisfaction

A detailed description of the types of information requested under these categories follows:

- A. Procurement Information - This is information GSA needs to track the market data and procurement activities under the program. You are requested to submit information on the following items to GSA within ten days after you issue a purchase order to the vendor.

- o control number (shown above)
- o agency name
- o date of order to vendor
- o number of workstations bought
- o manufacturer/vendor from whom you bought
- o dollar value of the system furniture components only
- o negotiated cost of installation

Note: A copy of your agency's purchase order(s) would be helpful.

User Satisfaction - This is information GSA needs to determine the effectiveness of systems furniture in government installations.

- o notification of hardware installation date (within 30 days of installation)
- o actual number of systems workstations installed and actual area (square feet) converted to systems. GSA will compute the actual utilization rate (workstations/square feet) for your installation for our purposes.
- o assessment of manufacturer/dealer performance (within 3 months of installation)
- o cooperation in completing questionnaires which assess user satisfaction. Use of questionnaires is a GSA option and your agency may or may not be selected as a survey candidate. In the event GSA sends your agency questionnaires, it is requested that they be completed and returned within 30 days.

All of the above information should be submitted to:

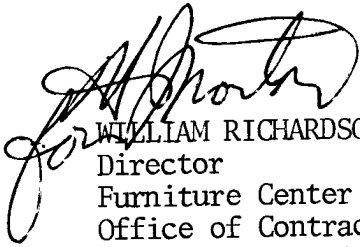
Director, Furniture Center  
General Services Administration  
Federal Supply Service  
Building No. 5 - Crystal Square  
Washington, DC 20406

6. In order to ensure compliance with the space utilization intent of the project, the final layout/design must be submitted for review and initialing to the GSA Regional Space Planning Office. This must be done prior to ordering. A copy of the addresses and contacts at these regional offices is attached.

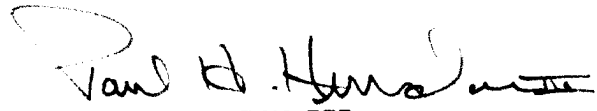
7. If you have not already made arrangements for professional space planning/design services, please do so immediately. Professional planning/design services are usually available from GSA through the Regional Space Planning Office. This is a reimbursable service paid for by a Reimbursable Work Authorization (RWA), GSA Form 2957. Should GSA be unable to provide the necessary service within the time available, and you have no staff design capability, contact the GSA Space Planning Policy Office for details on how to obtain service from the open market. Hiring of a private sector space planning/design firm on contract requires a written waiver of FPMR 101-17.402 from GSA, Public Buildings Service. The GSA Space Planning Policy Staff in Washington will be glad to discuss this procedure with you. Please feel free to contact Rick Hendricks or Larry Vanderburgh on (202) 566-1874 (FTS).
8. In order to illustrate the activities and sequencing involved in a systems furniture demonstration project, we have enclosed a project flow chart which covers the tasks of a typical project.

The Systems Furniture Multiple-Award Schedule set up by GSA-FSS for this program has been competitively established by FSS and is consistent with the Federal Procurement Regulations. The prices under this schedule have been negotiated between FSS and the vendors, are fixed for the period of the FSS contract (1 Year), and constitute the legal prices under this program. Please note that selection of a brand from this schedule is the sole responsibility of the buying agency. Brand selection must be a justifiable decision based upon published schedule prices and other factors such as technical features, applicability to the installation, etc. Buying agencies under this program will use the schedule prices and therefore will not be required to solicit bids from vendors. An advance copy of the schedule is enclosed for your reference.

Sincerely,



WILLIAM RICHARDSON  
Director  
Furniture Center  
Office of Contracts  
Federal Supply Service



PAUL H. HERNDON III  
Acting Director  
Space Management Division  
Public Buildings Service

Enclosures